

Radiation Safety Committee Standard Operating Procedure	Reports Required from the Radiation Safety Staff
---	---

General	As a part of the general radiation safety program oversight function assigned to the Radiation Safety Committee (RSC), certain administrative and management reports are to be submitted to the RSC by the USDA Radiation Safety Staff for their review at each committee meeting.
Quarterly Reports	<p>The following reports will be submitted to the RSC on a quarterly basis:</p> <ul style="list-style-type: none"> • Inspections performed/Violations noted/Corrective actions taken • Incidents and accidents, and enforcement actions • Permit actions completed and pending <ul style="list-style-type: none"> ○ New permit applications ○ Permit terminations • NRC licensing and inspection summary • Over-due reports from USDA locations • Summary of exposure incidents, film badge findings, and bioassays (when appropriate)
Annual Reports	<p>The following reports will be submitted to the RSC annually (the first meeting after the beginning of a new administrative year) or as requested by the RSC Chair:</p> <ul style="list-style-type: none"> • RSS Staffing and Funding Plan • Facility inspection schedule • Summary of human and non-routine use research and field studies

Approved:

_____	_____
Chair, Radiation Safety Committee	Date